



Instructions for Completing the Individual Vehicle Distance and Fuel Record

Please print legible all information entered on the IVDR. or you can access this form via www.Best-Rents.com under the **Rental** tab, **Rental Forms**. In the event of an IFTA tax audit, it is very important for the information on this form to be legible.

1. Enter the Lessee's Name.
2. Enter Lessee's Address, street, city, state, and zip code.
3. Enter the Vehicle Unit Number also referred to as the truck number. This is the last six digits of Vehicle Identification Number (VIN).
4. Enter the Vehicle Driver Name who is completing the trip recorded on this form.
5. Enter the fuel type used in the vehicle, i.e., diesel, propane, gas, etc.
6. In the Trip Origin – State Lines – Towns – Trip Destination column, enter the following:
 - a. Trip Origin – the city and state where the trip begins.
 - b. State Lines – each state line crossed.
 - c. Trip Destination – the city and state where the trip ends
7. In the Odometer column, enter the odometer reading which corresponds to each of the locations entered in #6 above.
8. In the Distance by State and from Point-to-Point column, enter the mileage between each of the locations entered in #6 above.
9. In the Highway or Route Traveled column, enter the road, highway or interstate traveled between each of the locations entered in #6 above.
10. In the Date Starting and Ending column, enter the date the trip began, the date you were in each location between the origin and destination locations, and the date the trip ended.
11. In the Name and Address of Fuel or Destination column, enter the street address, city, state and zip or postal code for each location entered in #6 above.
12. In the Gallons Purchased column, enter the total number of gallons of fuel purchased at each fuel stop.
13. In the Cost of Purchased Fuel column, enter the total amount for the gallons purchased.
14. In the bottom section of the form, enter the Starting Odometer reading and the Ending Odometer reading. The Total Trip Distance is the difference between these two readings.
15. In the Total Distance by State section, add the miles listed for each state.

Per the terms and conditions set forth with the rental agreement from Best Rents. It is Lessee's responsibility to provide accurate and timely mileage and fuel reporting to Best Rents. Please submit this form and any purchased fuel receipts along with mileage noted on each receipt every week or by the 28th of each rental month to IFTA@best-rents.com. Failure to provide the required IFTA Fuel & Mile Reporting Form for the rented vehicle will result in Lessee being charged \$.75 per mile driven based on the vehicle's GPS reporting device.

Mailing Address:

Best Rents

5550 Poindexter Drive

Indianapolis, IN 46235

For questions regarding IFTA – Fuel & Mileage Reporting Form or need additional instructions please contact Best Rents @ 800-372-BEST.